

## MANAGEMENT MEMO

November 7, 2001

TO: All State Agencies

FROM: Karen Strege  
State Librarian  
Montana State Library

### INTRODUCTION

Montana statutes require each state agency to deposit four (4) copies of each of its publications with the Montana State Library (MCA 22-1-213).

This includes every state office, officer, department, division, bureau, board, commission and agency of the state and, where applicable, all subdivisions of each. It covers all forms of printing and duplication, regardless of format or purpose, with the exception of correspondence and interoffice memoranda. The definition of state publication is "any document, compilation, journal, law resolution, blue book, statute, code, register, pamphlet, list, book proceedings, report, memorandum, hearing, legislative bulletin, leaflet, order, regulation, directory, periodical or magazine issued in print or purchased for distribution by the state, the Legislature, constitutional officers, any state department, committee or other state agency supported wholly or in part by state funds." (MCA 22-1-211 [3] ). Published maps are included as a document. In the case of documents published only on the Internet, notification of the URL of each publication should be forwarded by email to Montana State Library.

The Library will catalog the publications and make them available for permanent public access.

### PROCEDURE

Four (4) copies of each state publication should be sent as soon as possible after being published to the Montana State Library. Copies can be sent through the Capitol Complex DEADHEAD mail service, delivered or mailed to Publications Distribution Center, Montana State Library, PO BOX 59620-1800, 1515 East Sixth Avenue, Helena, Montana 59620.

The law also permits the State Library to request that agencies provide additional copies to meet the needs of the Depository and its fourteen member libraries. Each January, the Montana State Library will notify individual agency contacts of the specific number of copies of individual documents required to meet the needs of depository libraries if more than four.

Agencies are not required to furnish more than four for-sale publications or others if this quantity requires additional printing or other expense to the agency. Copies are acceptable in one or more of the following forms: Hard copy print, photocopy, microfiche, CD-ROM, or notification of URL for electronic publication only.

#### CLOSING

Please register the name of the person(s) in your agency responsible for sending copies of your agency's publications, or their URLs, by sending email to Montana State Library by December 1.

Questions regarding this program shall be directed to the Client Services Supervisor, Montana State Library, phone 444-5374.